

EDITED TASK LISTING

CLASS: Assistant Chief of Education, Correctional Programs

NOTE: Each position within this classification may perform some or all of these tasks.

| Task # | Task |
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| 1. | Develops statewide policies and/or procedures specific to the general academic and vocational education programs and all other related programs to ensure standardization utilizing appropriate resources under the direction of departmental management and/or control agencies on a continuous basis. |
| 2. | Monitors the total education program of a state correctional facility to ensure performance standards are implemented and quality education services are provided to inmates and wards utilizing the Departmentally approved curricula and other available resources on a continuous basis. |
| 3. | Surveys existing academic, vocational, and other related programs and recommend changes to provide improvements and policy direction for the educational programs and teaching environment utilizing various communication tools (e.g. fax, electronic mail, telephone conferencing, etc.) on a continuous basis. |
| 4. | Monitors the development and implementation of courses of study and training materials to aid in the rehabilitation process of inmates and wards utilizing various resources (e.g. teaching methodologies, best practices, job market analysis, State Model Curriculum Standards, Curriculum Advisory Council, Legislative mandates, recommendations of the expert panels, etc.) on a continuous basis. |
| 5. | Provides technical assistance and consultation to institution education administrators on the implementation of Departmental policy and standardization of educational programs utilizing various communication tools (e.g. electronic mail, telephone conferencing, site visits, etc.) on a continuous basis. |
| 6. | Consults with employees, managers, control agencies, and others on varied and/or sensitive/complex educational matters to resolve issues, provide information/options, and/or recommendations, etc., using various resources (e.g. policies, procedures, interpersonal skills, knowledge, etc.) as needed. |
| 7. | Takes corrective action to improve performance of employees utilizing training, the Departmental progressive disciplinary procedures, the Employee Assistance Program, etc., per approved regulations, policies, and other resources. |
| 8. | Analyzes student data (e.g., monthly reports, Test of Adult Basic Education results and Comprehensive Adult Student Assessment data, High School Graduation Plan (HSGP), etc.) to determine the effectiveness of the academic and vocational training programs using knowledge, experience, training, reference materials, etc., on a continuous basis. |
| 9. | Prepares effective written documents for management, staff, inmates, wards and others to provide information on education programs utilizing a variety of communication tools (e.g., personal computers, electronic mail, etc.) as appropriate. |

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| 10. | Maintains accurate records for historical data and management systems to substantiate the effectiveness of the academic and vocational programs (e.g. supervisory files, budget tracking systems, credential files, monthly reports, educational testing results, labor contracts, policy development, memoranda, etc.), on a continuous basis. |
| 11. | Monitors, tracks, analyze all education related credentials to ensure compliance with State Personnel Boards Classification Specification utilizing the California Commission on Teacher Credentialing guidelines on a continuous basis. |
| 12. | As needed, participates in the development and review of Budget Concept Statements, Budget Change Proposals, contracts and grant documents to obtain approval and secure funding for necessary equipment, staffing, services, etc., utilizing various resources. |
| 13. | Provides professional development training to appropriate staff on various functions of educational and institutional programs to ensure appropriate implementation and monitoring of educational programs using knowledge, interpersonal skills, policies, procedures, arrangements for meetings and conferences, etc., as needed. |
| 14. | Prepares grant applications for Federal or State financed education projects to qualify for supplemental funding to support the education programs using a variety of resources (e.g. Vocational Technical Education Advisory Committee recommendations, Federal and State guidelines, bench marks, knowledge, interpersonal skills, etc.) annually. |
| 15. | Reviews and evaluates specific proposals for curricula and instructional programs to ensure the proposed program is in compliance with the Department's curriculum framework, State Model Curriculum Standards, expert panel recommendations using knowledge, interpersonal skills, and a variety of other resources as requested. |
| 16. | Facilitates the development and/or initiation of innovative pilot projects to test their effectiveness and validity prior to implementation utilizing appropriate resources and materials as warranted. |
| 17. | Participates in various statewide committees to provide information in the development of training, education program and court monitored implementation, labor negotiations, innovative programming, etc., utilizing various resources, expertise, interpersonal skills, etc. as required. |
| 18. | Oversees field staff in the administration and security of all educational testing (e.g. Comprehensive Adult Student Assessment System, Test of Adult Basic Education, General Education Development, Statewide Testing and Reporting (STAR), High School Exit Exam, etc.) to ensure compliance with testing procedures utilizing testing results, computer data base, training, etc., on an on-going basis. |

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| 19. | Monitors the institution's library/law library programs to ensure access to legal, reference and leisure materials and to comply with court mandates using various resources (e.g. knowledge, interpersonal skills, manuals, donations, budgetary processes, etc.) on a continuous basis. |
| 20. | Plans, organizes, and directs headquarters staff in the Office of Correctional Education and/or California Education Authority to achieve operational efficiency utilizing effective management skills, on a daily basis. |
| 21. | As needed, responds to staff grievances to resolve issues, provide information, and make recommendations in compliance with laws, rules, regulations, policies, procedures, etc. |
| 22. | Participates in the management of the educational budgets and contracts by monitoring, tracking, prioritizing expenditures and distributing allocations to the field to ensure departmental fiscal policy compliance on a continuous basis. |
| 23. | Supervises and evaluates employees to ensure performance objectives/standards are met by monitoring work assignments and behaviors as required by the State Personnel Board and the Departmental Operations Manual. |
| 24. | Carries out managerial responsibilities in the work place with regard to department-wide mandates concerning Equal Employment Opportunity (EEO), Americans with Disabilities Act (ADA), sexual harassment and other personnel practices as defined by regulatory agencies and established guidelines/policies as needed. |
| 25. | Serves as Administrative Officer of the Day to ensure administrative requirements are met and appropriate notifications are made relative to operational issues during other than normal duty hours, utilizing various resources (e.g. knowledge, experience, training, etc.) as scheduled. TASK DELETED PER SMEs – JOB ANALYSIS OCTOBER 22 – 26, 2007 |
| 26. | Communicates in a professional and effective manner with others utilizing tact and interpersonal skills to establish and maintain effective working relationships in all situations. |
| 27. | Develops materials/tools to train individuals/groups in the appropriate interpretation and application of policies, procedures, guidelines, laws and rules, and regulations as needed. |
| 28. | On an on-going basis, and in accordance with State Personnel Board rules and regulations, participates in the recruitment process to hire qualified staff utilizing various resources (e.g. staff networking, advertisement, career fairs, etc.). |
| 29. | In accordance with State Personnel Board rules and regulations, facilitates the hiring process by conducting interviews, evaluating and recommending candidates to fill identified vacant position(s) as needed. |

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| 30. | Serves as a member of the Superintendent's management team to resolve issues, provide information, options, and/or recommendations, etc., using various resources (e.g. policies, procedures, interpersonal skills, knowledge, etc.) on a continuous basis. |
| 31. | Represents the Department, in formal or informal settings, regarding educational matters at meetings, conferences, hearings, etc., to obtain information and/or represent the interest of the Department utilizing interpersonal skills, professionalism, knowledge, personal expertise, etc., as needed and/or upon request. |
| 32. | Provides the direction and resources to facilitate the Western Association of Schools and Colleges (WASC) accreditation process, annual Departmental compliance reviews and other state and federal reviews to ensure validity of program utilizing various resources as required. |
| 33. | Takes or recommends corrective action to ensure that departmental education policies adhere to legal requirements utilizing various communication tools, interpersonal skills, professionalism, knowledge, personal expertise, etc. on a continuous basis. |
| 34. | Conducts fiscal and program reviews of all field operations to ensure compliance with established departmental policies, regulations and procedures within the institutions utilizing site visits, compliance review instruments, corrective action plan follow-ups, etc., on a continuous basis. |
| 35. | Manages the technological development (e.g., computers, software, video conferencing, distance learning, wireless communication, internet access, etc.), projects and purchases for Education Programs to provide educational services to the inmates and wards in a cost effective and efficient manner, improve communication and support to field staff, by networking with appropriate departmental units, researching and analyzing current technology, conducting feasibility studies, etc., on a continuous basis. |